

**COUNTY OF SAN LUIS OBISPO BOARD OF SUPERVISORS  
AGENDA ITEM TRANSMITTAL**

(1) DEPARTMENT Library, SLO City-County	(2) MEETING DATE 7/26/2016	(3) CONTACT/PHONE Christopher Barnickel, 805-781-5785	
(4) SUBJECT Request to create a new capital project, San Luis Obispo Library Renovation, and approve a Budget Adjustment in the amount of \$473,968 from Library Public Facility Fees (\$269,558) and Library Reserves (\$204,410) to Fund Center 230 – Capital Projects, to complete an interior renovation that will improve efficiencies and expand public spaces within the San Luis Obispo Library located at 995 Palm Street, San Luis Obispo. District 5.			
(5) RECOMMENDED ACTION It is recommended that your Board: <ol style="list-style-type: none"> <li>1. Create a new capital project, entitled “San Luis Obispo Library Renovation” WBS # 320082, and</li> <li>2. Approve a Budget Adjustment in the amount of \$473,968 from Library Public Facility Fees (\$269,558) and Library Reserves (\$204,410) to Fund Center 230 – Capital Projects, by 4/5 vote.</li> </ol>			
(6) FUNDING SOURCE(S) PFF, Library Reserves	(7) CURRENT YEAR FINANCIAL IMPACT \$473,968.00	(8) ANNUAL FINANCIAL IMPACT \$0.00	(9) BUDGETED? Yes
(10) AGENDA PLACEMENT <input checked="" type="checkbox"/> Consent <input type="checkbox"/> Presentation <input type="checkbox"/> Hearing (Time Est. ____ ) <input type="checkbox"/> Board Business (Time Est. ____ )			
(11) EXECUTED DOCUMENTS <input type="checkbox"/> Resolutions <input type="checkbox"/> Contracts <input type="checkbox"/> Ordinances <input checked="" type="checkbox"/> N/A			
(12) OUTLINE AGREEMENT REQUISITION NUMBER (OAR) N/A		(13) BUDGET ADJUSTMENT REQUIRED? BAR ID Number: 1617007 <input checked="" type="checkbox"/> 4/5 Vote Required <input type="checkbox"/> N/A	
(14) LOCATION MAP N/A	(15) BUSINESS IMPACT STATEMENT? No	(16) AGENDA ITEM HISTORY <input checked="" type="checkbox"/> N/A    Date: _____	
(17) ADMINISTRATIVE OFFICE REVIEW Lisa M. Howe			
(18) SUPERVISOR DISTRICT(S) District 5			

# County of San Luis Obispo



TO: Board of Supervisors

FROM: Christopher Barnickel, Director of Libraries  
Wade Horton, Director of Public Works

DATE: July 26, 2016

SUBJECT: Request to create a new capital project, San Luis Obispo Library Renovation, and approve a Budget Adjustment in the amount of \$473,968 from Library Public Facility Fees (\$269,558) and Library Reserves (\$204,410) to Fund Center 230 – Capital Projects, to complete an interior renovation that will improve efficiencies and expand public spaces within the San Luis Obispo Library located at 995 Palm Street, San Luis Obispo. District 5.

## **RECOMMENDATION:**

It is recommended that your Board:

1. Create a new capital project, entitled “San Luis Obispo Library Renovation” WBS # 320082, and
2. Approve a Budget Adjustment in the amount of \$473,968 from Library Public Facility Fees (\$269,558) and Library Reserves (\$204,410) to Fund Center 230 – Capital Projects, by 4/5 vote.

## **DISCUSSION:**

### Background

The San Luis Obispo Library elevator was constructed in 1988 and has been in continual use since the building was constructed. There are near term facility improvements to be undertaken to improve library service and function. Specifically,

- Modernization/upgrade of the existing elevator
- ADA/Code compliance improvements
- Library renovations of all three floors of the facility

In order to carry out these improvements, the Library is planning to close the facility on October 1, 2016 and is set to reopen for businesses by mid-January 2017. While the elevator upgrade had previously been budgeted, the Library compliance and renovation work will require a budget adjustment, approved by your Board, to initiate the work. The advantage of doing the improvements with the elevator upgrade is to reduce overall impact to the public.

The Library and the City of San Luis Obispo have had a Joint Powers Agreement (JPA) since the San Luis Obispo Library was completed in 1988 which stipulates that any major maintenance over a certain limit will be jointly funded by the County Library and the City. In June 2015, the Library began discussions with the City of San Luis Obispo to notify and exercise the JPA to offset costs of the Elevator Modernization project by 50%. The upgrade of the elevator is anticipated to leave the library elevator out of service for a minimum of one and one half months and will cost \$312,768 to be split with the City of San Luis Obispo.

## Project Description

Since the San Luis Obispo (SLO) Library opened in 1988 the Support Services Division who does the processing, shipments and deliveries has always been located on the third floor. These shipments and delivery functions must continue even while the elevator is offline to ensure uninterrupted Library services throughout the County. Therefore, it is necessary to move the Support Services function downstairs to the first floor during the elevator work. The ideal location for Support Services is on the first floor near the loading dock which would allow all shipments and deliveries entering and exiting the building without moving through public spaces. This space is currently occupied by the children's area.

The children's area is one of the highest use areas in the library and has outgrown its current space on the first floor. The public has shown support for a larger space for children's materials, programs, and for family restrooms. The children's area will be relocated to a larger space on the second floor where family restrooms are currently located and are easily accessible.

The scope of the project includes the construction of a new Support Services area on the first floor, partition walls on the second floor to define a new larger children's space, and modifications to the third floor to create a new public service area. The elevator will also be brought into full compliance as part of the separate Elevator Modernization Project.

## Timeline

The timing of this renovation project is dictated by the Elevator Modernization Project which begins on November 1, 2016. Use of the elevator is key to moving library collections from one floor to the new location and for moving shelving, furniture and equipment that is necessary for each department. The San Luis Obispo Library will close on October 1, 2016, 30 days before the elevator goes off line, to allow staff to utilize the elevator to stage materials, shelving, equipment, and furnishings on their respective floors.

To limit the impact of public service disruption during the elevator modernization, the City of San Luis Obispo has agreed to allow dedicated access to the adjacent small meeting room on the first floor for library services from October 1, 2016 through the end of January 2017. Library Service will continue during the renovation in this small conference room. Services will include patron holds, material returns, and a small browsing collection. San Luis Obispo Library staff will work in the small conference room, reconfiguring the library collections, and/or be reassigned to other County Library facilities for public service.

## **OTHER AGENCY INVOLVEMENT:**

The Library coordinated with Public Works on identifying the scope of the project to allow the limited capacity of their department to help manage the project and with Planning and Building to complete a preliminary review of the scope to ensure that all applicable codes are met. The Library worked with Real Property Services to notice all agencies currently occupying space within the library of impacts to their operations. The Library consulted with the Auditor Controller Treasurer Tax Collector and County Counsel to identify appropriate funding sources. The County Administrative Office assisted the Library in working with other departments and as an advisor on the project. The Library has worked with the County Administrative Office and the City of San Luis Obispo Administration on reviewing the terms of the JPA between the Library and the City.

Fraser Seiple Architects worked with the Library on a renovation plan and reviewed code compliance. Reiss Design Studio will be working with Library Administration to provide construction documents for submission to the Planning and Building Department in order to obtain permits and will monitor the construction process. Public Works will carry out the construction phase of the project under job order contracting authority.

## **FINANCIAL CONSIDERATIONS:**

The Elevator Modernization Project was approved as part of the FY 14-15 Budget for FC 230 – Capital Project. The City of San Luis Obispo will reimburse the County for its share in the Elevator Modernization Project cost in the next fiscal year as the City is in the middle of their two-year budget cycle. The City will also reimburse one half of the cost associated with new flooring as it is considered a maintenance item per the JPA. PFF and Library Reserves will cover the remainder of the project costs as outlined below.

Project	Projected Costs	County (GFS)	Library	City of SLO
Library Elevator	\$312,768	\$312,768 <sup>1</sup>		\$156,384
Library Renovations	\$370,218		\$269,558 Library PFF <sup>2</sup>	
Library New Flooring	\$103,750		\$204,410 Library reserves <sup>3</sup>	\$51,875 <sup>4</sup>
Total Projected Cost	\$786,736	County share of cost \$156,384	Library Share of cost \$422,093	City Share of cost \$208,259

<sup>1</sup> City of SLO will reimburse the County ½ of Elevator Modernization Costs in the next two-year budget cycle - \$156,384. As they are currently in the middle of their two-year budget cycle.

<sup>2</sup> Library will use \$269,558 from Library Public Facilities with \$20,247 remaining in PFF for Libraries

<sup>3</sup> Library will use \$204,410 from Library Reserves leaving \$1.58 M remaining in Library Reserves.

<sup>4</sup> City of SLO will reimburse the Library for \$51,875 – one half of the cost of the new flooring as required by the JPA in the next two-year budget. They are currently in the middle of their two-year budget cycle.

## **RESULTS:**

The SLO Renovation Project will address the improvements to gain efficiencies in workflow associated with the implementation of Radio Frequency Identification (RFID) and Automated Materials Handling (AMH) previously approved by the Board during the FY 16-17 Budget process. This will include the expansion of current public space from two floors to three floors of service. That action will permit the department to move the misplaced Support Services Division from the third floor down to the first floor, closer to the loading dock where all library materials are shipped/received throughout the County. Public safety improvements will include a transparent barrier surrounding the second-floor atrium to address railing code compliance findings from the Fraser Seiple study. Flooring will be replaced as the current carpeting was installed in January 2001 and is stained/worn. Meeting rooms will be added to address the expanding needs of the public. The ever-popular Youth Services area will also increase its footprint by over twice its current configuration, in addition to creating a much-needed dedicated Teen-space. Adult Services will also gain its own dedicated space on the third floor to better serve the needs of the public. The project will allow for greater security of high-theft items, such as Audio-Visual materials, by moving them to the first floor where staff can better monitor patron interactions with the collection. It will also place priority on public service by moving the heavily-used computer lab to a better location; create a dedicated reading area; the inclusion of high-volume materials such as user holds, periodicals, and new/popular materials on the first floor for quick accessibility. Lastly, we are in discussions with Real Property Services to add a coffee bar on the first floor to add to the amenities offered by the Library.

## **ATTACHMENT:**

Attachment 1: Closure-Project Schedule

File: \_\_\_\_\_

Reference: